**ADOA Information Security**

**AIS** Managing Our Information Safeguards

# STATE OF ARIZONA INCREASES PRIVACY PROTECTIONS TO SAFEGUARD YOUR IDENTITY

## What Can You Do To Help Secure Electronic Information?

✸ Take responsibility for securing your computer system.

✸ Get help from your system managers to implement IT solutions that are cost effective and meet your needs.

✸ Understand the laws and procedures and seek help when requirements aren't clear.

✸ Report suspected security incidents to a supervisor, ADOA Information Security 602.542.2252 or the ADOA Help Desk 602.364.4444.

✸ Understand the consequences of non-compliance.

✸ Help ADOA implement a layered approach to the security of electronic information.

- o **Layer 1: Perimeter Defense** – firewalls that control harmful intrusions from the Internet.

- o **Layer 2: Server Defense** – requiring identification and authentication of users, use of protecting screen saver and assuring current anti-virus and security patches are in place.

- o **Layer 2: Workstation Security** – includes all defense mechanisms; passcodes, userid, access control, anti-virus, anti-spyware and firewalls.
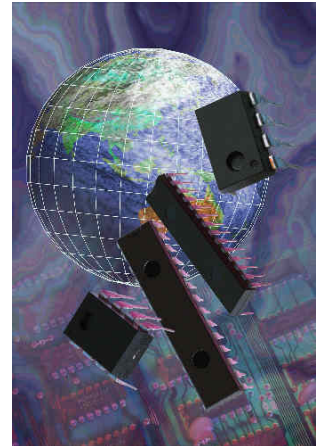
**ADOA Information Security**
**www.azdoa.gov/isd/ais**